

Time Entry Instructions & FAQ

[Effective: April 20, 2020]

Time Entry Instructions

During the city's extended closure (beyond April 19, 2020), all staff should report time as they would during normal operations. For those whose job duties allow, working remotely continues to be the expectation. If you are non-exempt (i.e., paid on an hourly basis), enter your hours worked as 'regular time'. If you are exempt, no regular-pay time entry is required.

The following exceptions apply:

Exception:	How to Report:
You are working on COVID-19 response or recovery activities (see eligible activities)	Special instructions for entering this time can be found the Labor and Expense Tracking section of the COVID-19 Procurement and Cost Tracking Guide .
<p>You are required to work in-person but are unable to work your standard number of hours because of special workplace precautions intended to prevent COVID-19 spread. This includes but is not limited to rotations, special shifts, or generally reduced hours to specifically limit exposure.</p> <p>Note: After April 19th, use of the "City Closed – Emergency" pay code is reserved only for those staff who meet this exception. All other staff are expected to work with their supervisors to work their standard hours.</p>	Report time not working up to standard number of hours as "City Closed – Emergency"
<p>You are unable to work because you are:</p> <ul style="list-style-type: none"> • experiencing symptoms of COVID-19 and seeking a medical diagnosis or have received a medical diagnosis • subject to federal, state, or local quarantine related to COVID-19, as indicated by a public health authority • advised by a health provider to self-quarantine due to COVID-19 • caring for an individual who is quarantined or who has been advised to quarantine • caring for your dependent child and their school or childcare provider is closed for COVID-19 precautions 	<p>Report this time as "Sick (COVID-19)"</p> <p>All staff have up to 80 hours of "Sick (COVID-19)" time available. If you exceed this number, you may be eligible for up to 10 additional weeks of paid Emergency FMLA (at two-thirds regular pay). Contact HRBenefitsForms@bouldercolorado.gov for more information.</p>



Time Entry Instructions & FAQ

[Effective: April 20, 2020]

Time Entry FAQ

Time Entry for Furloughed Employees

When do furloughed employees need to enter time for pay-period 9? When should this time be approved by the supervisor?

Furloughed employees must enter their time for pay-period 9 on their last day of work – on or before April 19th. There are no changes to supervisor approval deadlines (i.e., these can happen, as scheduled, during the week of April 20th).

For pay-period 10 and beyond, who enters time for furloughed employees?

No time needs to be entered for furloughed employees beginning in pay-period 10. A list of furloughed employees will be provided directly to each impacted department's payroll contact to reduce confusion related to lack of reported time. There is no action required of payroll coordinators or supervisors – just awareness that these staff will not be reporting time.

How is time reported for furloughed staff who are working at the COVID Recovery Center (CRC) part-time?

A limited number of furloughed staff will continue to work part-time at the city's CRC. These staff will continue to enter time on their timesheets for the hours worked at the CRC under regular pay (and using the [special reporting methodology for tracking time related to COVID-19 response work](#)). Partially furloughed employees need to coordinate which days they will be working at the CRC as each day needs to be designated as a furlough day or a workday.

- If you were previously classified as exempt, you may not be familiar with entering working hours on your timesheet. The process is simple. Find the pay code for regular hours and enter the time you worked at the CRC.
- If you need further instruction, refer to the [Time Entry Users Guide For Non-Exempt Employees](#). If you are not at your computer, download the [Munis Time Entry App](#).

Time Entry for Work Impacted by COVID-19

What if I am unable to report to work due to COVID-19?

Please reference the table on page 1 for qualifying COVID-19 leave reasons. If you cannot work due to COVID-19 leave reason, you will enter up to 80 hours of **"SICK (COVID-19)"** time, not to exceed your normally scheduled hours in a 2-week period. All employees (including standard, seasonal, temporary and paid intern) are eligible for up to 80 hours of paid sick leave at 100% regular pay.

This paid leave is available for use from March 16, 2020 through December 31, 2020. This time will not carryover into 2021. Eligibility for pay under **"SICK (COVID-19)"** will cease immediately when you no longer meet the leave reasons outlined in the table on page 1 and can return to work (or telework).



Time Entry Instructions & FAQ

[Effective: April 20, 2020]

What if I need to be out for more than 80 hours due to COVID-19?

If you are unable to report to work or know you will be absent from work for more than 3 calendar days due to COVID-19, you may be eligible for Emergency FMLA effective April 1, 2020. Contact HRBenefitsForms@bouldercolorado.com for more information.

What if I am unable to work for reasons unrelated to COVID-19?

If you are unable to work for reasons unrelated to COVID-19, you will apply any applicable and available paid time off accruals per normal protocol. Staff who do not have accrued time-off are only paid for time worked. If you have questions, please discuss with your supervisor.

I am working on COVID-19 response or recovery efforts. How do I track this?

Tracking time directly related to work on COVID-19 response and recovery efforts is critical for city reporting if state or federal funding is made available. Please follow the appropriate [guidance for tracking](#).

Bargaining Unit

I am a member of collective bargaining agreement (BMEA, BPOA, or IAFF). How does the “City Closed – Emergency” and “SICK (COVID-19)” pay impact sick and vacation leave incentives?

- **BMEA:** Emergency closure hours and SICK (COVID-19) hours do not count toward sick leave incentive; these hours also do not count against your six consecutive months without tardiness.
- **BPOA:** SICK (COVID-19) does not count toward your personal sick leave accrual. SICK (COVID-19) cannot be converted into vacation days, sold for pay/cash, or converted to cash upon termination/retirement.
- **IAFF:** SICK (COVID-19) does not count toward your personal sick leave accrual. SICK (COVID-19) cannot be converted into vacation days, sold for pay/cash, or converted to cash upon termination/retirement.

I am a BMEA employee that cannot work remotely but am on standby. Which pay code should I use?

You will continue to enter standby hours per the BMEA contract.

I am a BMEA employee whose normal work schedule has changed. How do my city closure hours impact my overtime?

City closure hours do not count toward hours worked for the purpose of calculating overtime. You will continue to enter your overtime per the BMEA contract.

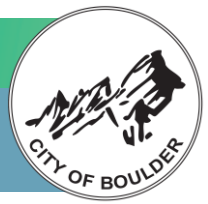
Other FAQs

I am on FMLA, either continuous or intermittent. Do I continue to use the FMLA code when not working?

Please contact HR for specific timesheet instructions.

Time Entry Instructions & FAQ

[Effective: April 20, 2020]



My position is funded by grant dollars. If I am unable to work on the grant specific items, how do I enter my time?

Please work with your budget liaison to determine if your grant is eligible for unworked hours due to COVID-19 and if not, central budget will advise on the best place to charge the time not worked

What is the potential impact of absence due to COVID-19 to my Affordable Care Act (ACA) eligibility?

Paid leave, including the city's additional 80 hours of paid sick leave or any 'emergency closure' leave, will count toward the ACA measurement period. Any unpaid leave will not.